SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/28/14 CLOSING DATE: 11/06/14 (4:30 PM)

SCDC INTERNAL TITLE: CASEWORKER I SCDC POSITION #: 013319

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM LOCATION: PERRY CORRECTIONAL INSTITUTION, PELZER (GREENVILLE) LEVEL 3

STATE JOB TITLE: PROGRAM ASSISTANT

BAND: 04 SALARY RANGE \$ 026139 - \$ 048361 SPECIAL INCENTIVE: NO

LEVEL: C SALARY RANGE \$ 028274 - \$ 044745 SCEIS POSITION #: 61018231

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.

A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED PROGRAM EXPERIENCE.

AGENCY PREFERRED QUALIFICATIONS:

ANY FOUR (4) YEAR COMBINATION OF EDUCATION, CORRECTION AND/OR PROGRAM EXPERIENCE.

DESCRIPTION OF DUTIES:

EVALUATES INMATES RECORDS TO DETERMINE ELIGIBILITY FOR INSTITUTIONAL ASSIGNMENTS, CUSTODY CHANGES, EMPLOYMENT AND TREATMENT PROGRAM.

COORDINATES AND IMPLEMENTS AN EQUITABLE CLASSIFICATION SYSTEM FOR A CASELOAD OF APPROXIMATELY 250 INMATES. CONDUCTS PERIODIC REVIEWS AND EVALUATES INMATES' PROGRESS. INTERVIEWS INMATES, DISCUSSES AND RECORDS PROGRESS MADE ON A PERIODIC BASIS. COUNSELS WITH INMATES REGARDING THEIR GENERAL INSTITUTIONAL ADJUSTMENT OR RELATED PROBLEMS. RESPONDS ORALLY AND/OR THROUGH WRITTEN CORRESPONDENCE TO INQUIRIES FOR INFORMATION ON INMATES BY DEPARTMENTAL OFFICIALS AND OTHER AGENCIES; OPERATES THE COMPUTER TO ASCERTAIN INFORMATION PERTAINING TO INMATES SOCIAL, CRIMINAL, EDUCATIONAL AND FAMILY HISTORIES.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

APPROVED